

**SUBJECT:** Agenda Packet Procedure - P.C.

**EFFECTIVE DATE:** May 20, 2004

**DRAFT**

**POLICY NUMBER:** PL - 012

**SEE ALSO:**

### **POLICY SUMMARY**

The Planning Commission is scheduled to hold a public hearing every first and third Tuesday of the month. As part of the Public Hearing process, agenda packets are prepared and distributed the week before each public hearing. These agenda packets include an agenda, minutes from the previous meeting, all of the staff reports and attachments for the cases scheduled for the particular meeting, and any other information that may be added at the Director's discretion for the Commission to review and / or consider.

#### **Procedure for each agenda packet:**

The Senior Planner shall confirm which staff member is responsible for which case during the Monday morning staff meeting the week **before** the agenda packet goes out.

The Senior Planner shall prepare a draft agenda and submit it to the Planning Director for review by 3:00 p.m. on Monday of the week **before** the agenda packet goes out. (For example, if the Planning Commission meets on Tuesday, May 18<sup>th</sup>, the Senior Planner shall confirm responsible staff members on Monday, May 3<sup>rd</sup> and the draft agenda shall be on the Director's desk by Wednesday, May 5<sup>th</sup>. That way, the Director will have the agenda to review or discuss at the Thursday morning staff meeting the week before the agenda is to be mailed out.) The final agenda shall be to the Director by 5:00 p.m. on Friday of the week **before** the agenda packet goes out.

The Senior Planner shall notify the secretary when the agenda has been approved and she will print a copy for the packet.

The Secretary shall transcribe the minutes from the previous planning commission hearing and submit the draft of the minutes to the Director by 5:00 p.m. on Friday of the week **before** the agenda packet goes out.

The Planning Director will review and edit the minutes and submit the edited minutes to the Secretary by Noon on Wednesday of the week the agenda packet goes out.

During the week the agenda packet goes out, the Senior Planner will coordinate with each staff member on the preparation of the staff report and attachments for each staff report.

All staff shall submit their staff reports to the Secretary for typing by 5:00 p.m. on Tuesday of the week the agenda packet goes out.

Any information required from an applicant shall be submitted by 5:00 p.m. on Friday of the week before the agenda packet goes out.

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A final draft of each staff report will be given to the Senior Planner by Noon on Tuesday of the week the agenda packet goes out. The Senior Planner will then ensure that the packet is in order, is ready to be double-sided, and that all attachments are present and properly identified.

The packet shall be assembled on the table in front of the Secretary's station outside Sue Cline's office and will be accessible to all staff while it is being written and assembled.

The final draft will be given to the Planning Director by 5:00 p.m. on Tuesday of the week the agenda packet goes out. The Planning Director will return the packet with any changes to the Senior Planner by Noon on Wednesday.

Corrections will be made as necessary on Wednesday and will be coordinated by the Senior Planner. The Director will have final say as to when the draft is ready to be photocopied.

The Senior Planner will submit the ok'd packet to the Secretary by Noon on Thursday of the week the agenda packet goes out.

The Secretary will photocopy the agenda packet on Thursday afternoon. The Senior Planner will coordinate with the secretary on the photocopying and distribution of the agenda packets. The Senior Planner will assemble the applicant's addresses for the additional copies and have that information to the Secretary by Thursday afternoon at 1:30.

All packets will be mailed out or delivered on the Thursday before the Planning Commission hearing.